

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.
 Region/Locality: Skyline Region
 Period: 09/28/03 - 10/24/03

Activity Report				
Task	Hours This Period	Total Hours	% Complete	Comments
Active Tasks				
PSAP STRATEGIC PLANNING	7.50			
1. Reviewed and revised each PSAP's project plan on periodic basis. Continued to monitor Phase I pending issues moving toward Phase II project tasks.	5.00			Revised plans to reflect current status, accomplishments, and problems. Determined items to finalize Phase I for PSAPs and to continue deployment of Phase II for PSAPs. Attended regional meeting. Minutes attached. Entire region.
2. Reviewed and coordinated issues with LRK staff, directors/coordinators, and follow up of such.	2.50			
PSAP ASSESSMENTS	3.00			
1. Assisted with CPE issues during first WSP cut.				Assisted PSAP with CPE issues during first cut. Coordinated ALI format change and determined TIUs were not up. Issues resolved date of cut. Augusta County.
	3.00			
FUNDING REQUEST/TRUE UP ASSISTANCE	12.50			
1. Assisted PSAPs with remaining issues for submission of FY03 True Ups and preparation of on-line FY05 submission.				Assisted PSAPs with remaining true up issues. Reviewed guidelines and items to be included. Augusta County, City of Staunton, and City of Waynesboro. Reviewed FY 05 information, answered questions, and referred undetermined issues. Entire region.
	12.50			

LEC/WSP LIAISON	61.50			
1. Researched status of LECs, trunk orders, equipment issues, and WSPs. Assisted with coordination of efforts. Followed up on all pending issues and concerns.				Involved meetings, calls, and/or e-mails with LEC, PSAPs, and WSPs. Reviewed status with LRK staff. Reviewed particulars with PMs in other regions to identify common issues. Individual and entire region. Joined conference calls with nTelos and Verizon to discuss wireless deployments, roles and responsibilities of each, and to confirm status for deployment. Distributed email to carriers concerning deployment with nTelos (LEC) and Verizon (WSP) for ALI steering issues. Attempted facilitation of continuity testing with Triton PCS; not successful due to carrier's trunks not built with internal translations team. Followed up with issues related to translations and routing of calls; assisted with troubleshooting problems. City of Waynesboro. Attended status call with nTelos on wireless deployments. Assisted with troubleshooting P1 testing concerns. Nelson County. Completed and forwarded P2 data from to Nextel Partners for PSAP. Kept abreast of rehome issue. Harrisonburg/Rockingham. Attended status call with TSI for VA Cellular for P1 deployments. Augusta, Nelson, Staunton, and
	61.50			
INSTALLATION OVERSIGHT	0.00			
CUT-OVER ASSISTANCE	14.00			
1. Prepared for cut-over with PSAPs.				Involved miscellaneous preparation, contacts and coordination with PSAPs, LECs, carriers, LRK staff and others to prepare for cut over. Attended regional meeting. Entire region.
	14.00			
SYSTEM IMPLEMENTATION	0.00			
MAPPING/GIS ASSISTANCE	43.75			
1. Assisted PSAPs with display product issues.				Reviewed ALI format with PSAP. Continued to work with PSAP on tower coverage issues. Rockbridge County. Assisted PSAP with initial issues concerning mapping after first P1 cut. Most items resolved. Involved contact with PSAP, vendor, Coordinator, and GIS personnel. Will work w/ PSAP to resolve pending items. Augusta County. Provided information about issues with other PSAPs in region. Entire region.
	43.75			
PROJECT REPORTING	7.75			
1. Prepared report outlining pertinent information for each PSAP for monthly report. Submitted for review.				Collected information and prepared monthly report for WSB. Reviewed with supervisor. Updated database. Entire region.
	7.75			
TRAINING	26.75			
1. Scheduled, prepared for, and provided CPE training.				Gathered screen shots for Individual PSAPs and entire region. Coordinated and provided staff training for PSAPs. Augusta County and City of Waynesboro.
	26.75			

ACCEPTANCE TESTING				34.75			
1. Coordinated and facilitated testing efforts with PSAPs and carriers. Assisted with resolution of problems.				34.75			Coordinated testing for various PSAPs. Provided information about procedures and specific carrier methods. Entire region. Facilitated testing for VZW and Triton. Followed up accordingly. Augusta County. P1 cuts for Augusta County, City of Staunton, and City of Waynesboro scheduled for last week of October.
TOTAL HOURS				211.50			
Completed Tasks							

Issues of Importance / Accomplishments							
Augusta County - P1 cut w/ VZW (10/14/03), P1 cut w/ Triton (10/21/03)							